

Moderator Template Guide

ACME, Inc. December, 2012

Intro & Setup (3 min)

Greeting

Hi, I'm Stephanie from ACME calling in regards to the survey you filled out. Do you still have time now to participate in a 60 minute phone interview? Are you able to use your web browser and your phone at the same time? Great! One thing about the call today, is that we're going to ask you to join an online meeting so we can follow along with your screen movements, just for the duration of this interview, is that okay?

Overview and Permission to record

Before we get started I would like to tell you a little bit about what we are doing today. We're collecting feedback on the experience of acme.com. Basically, I'll ask you some questions while you look at the website. This will take about 45-60 minutes. With your permission, I'll record the session, only for use in this study. Is that ok?

Participant Setup

Do you have your web browser handy? Okay when you're ready I'm going to need you a short URL to type in your browser so we can get started, but do not type .com at the end. That's the only thing you have to remember. Let me know when you're ready? Great, it's just gotomeeting.com . So that's g-o-t-o-m-e-e-t-i-n-g-dot-com.

When that loads you should see a few pink buttons. Go ahead and click on the first (button), that says GoToMeeting. It's going to install a small plug-in in your browser to coordinate our session today. That'll take a minute, so just tell me when it's done.

After that, you can just enter your first name into the guest box - we don't need your email.

So I can now see that you've successfully joined the meeting. Do you have mic and speakers on your machine? (It's okay if you don't, we can still do the study.) Now I'd like to check the audio -- if you haven't done so yet, on the GoToMeeting Control Panel, please check the button for 'Use mic & speakers.' under 'Audio.' Can you hear me okay? Now we can hang up the phone -- the rest of the meeting will take place through the computer.

Great! Next I'm going to make you a presenter. You'll see the prompt coming your way and you'll see a button appear that says Share My Screen.

Before you click that, if there's anything that you'd like to move around or hide because it's confidential, go ahead and do that first. Whenever you're ready to share everything that's on your screen, let me know.

Moderators Guide Template

L Darling-Hammond



Moderators Guide Template:

Qualitative Data Collection Tools Felice D. Billups, 2019-12-20 *Qualitative Data Collection Tools* is a new and unique supplementary text that will guide students and new researchers to design develop pilot and employ qualitative tools in order to collect qualitative data. An often omitted subject in general qualitative textbooks, qualitative tools form the backbone of the data collection process. Students and new researchers are frequently left to create their own qualitative tools from scratch, an unnecessary hurdle in the qualitative research design process. Author Felice D. Billups has used her experience as a qualitative researcher and in teaching and advising students about qualitative research to develop the templates in this book as a starting point for readers conducting original qualitative research. The author briefly describes each method of data collection and offers readers suggestions for using and adapting the qualitative instrument templates within the text. Templates of interview protocols, focus group moderator guides, content analysis tools, document analysis tools, reflective questionnaires, diary and journal logs, and observational rubrics give the reader either a cut and paste solution for their own research or a starting point to design their own personalized qualitative tools. The first three chapters illuminate the qualitative data collection process and the role each type of qualitative tool plays in that process. The next six chapters provide detailed guides and numerous templates for each qualitative data collection method: covering interviews, focus groups, conversation and discourse analysis, observations, document analysis, field notes, journaling, and other reflective practices. A final chapter pulls together the multifaceted nature of qualitative research design and connects each tool back to the methodology to ensure trustworthiness and rigor in the data collection and instrument development process. Exemplars populate the appendices, offering readers concrete inspiration for ways to use and adapt the tools provided. If you have ever puzzled over how to best design qualitative tools in order to guide and structure your qualitative data collection, or if you are embarking on your first qualitative study, *Qualitative Data Collection Tools* will give you a practical starting point to help make your qualitative data collection process easier and more organized.

Using Focus Groups to Listen, Learn, and Lead in Higher Education Mona J.E. Danner, J. Worth Pickering, Tisha M. Paredes, 2023-07-03 *Using Focus Groups to Listen, Learn, and Lead in Higher Education* presents an easy to use 6 step guide to help leaders in higher education listen to and learn from their stakeholders in order to enhance decision making. The big questions facing institutions today, especially those surrounding access, affordability, and accountability, require more than dashboards. Metrics and quantitative data alone do not offer lasting solutions and improvements. Using qualitative methods to listen to the voices of those involved, especially students and staff, is critical. Focus groups constitute the most appropriate, rigorous, and relevant qualitative research tool for this purpose, and one that is cost effective and builds community when conducted using the ODU Method described in this book. *Using Focus Groups* is a single comprehensive and practical resource that describes why, when, and how to use focus groups. The authors provide detailed guidance for using focus groups from developing the research questions with

stakeholders through training and recruiting moderators and identifying and recruiting participants to the logistics of conducting focus groups and ultimately analyzing data and developing final reports. Conversational vignettes illustrate the discussions that regularly occur in each step and help the reader better understand the process. Fifteen appendices provide templates and examples of every part of the process. Written particularly for institutional research and assessment staff and upper level administrators, this book will also appeal to deans, department and program chairs, and directors, faculty leaders, and administrative unit directors, including those in auxiliary and student services, alumni associations, and university foundations. It also serves as an excellent resource for higher education research methods courses. The authors are uniquely positioned to guide readers in this process. The team developed and refined this technique over two decades at Old Dominion University. They have conducted over 100 focus groups with campus, nonprofit, local, and international community organizations to assist them in assessing student learning, transition, and preparedness for the workforce, as well as evaluating organizations' work and planning future projects.

Handbook of People Research: Deriving Value by Asking Questions, Francine Gemperle, 2019-01-17. You don't know enough about people. People grow and change constantly, impacted by the cultures they create and the global systems that surround them. Conducting People Research is an opportunity for students and professionals in creative, technical, and business fields to understand people and use that understanding to drive better outcomes. People Research is for anyone whose work is dependent on people as customers or constituents. It leverages the expertise of the humanities to drive innovation and value across industries. People Research starts with a mindset shift: get ready to ask questions and admit to what you don't know about people or where you've been just guessing. By developing an inquiry, working with some basic tools, and engaging with people, you will quickly gain insight about the situations they experience and identify new opportunities, setting direction for the future. This book is a guide to succeeding at People Research. Presented here is a basic framework for conducting research with people to inform design. This framework is focused on describing key decision points and thinking cues in the planning, engagement, analysis, and sharing of research. But this book doesn't simply describe a process; it's a handbook that includes worksheets, tools, and tips for people who plan to actually conduct people research for work or school. Throughout the book, readers can follow a sample project undertaken by a fictional team conducting research, creating insights, and finding some new product opportunities their company is positioned to fill. By doing research thoroughly and well, you position yourself and your organization to derive value from the effort and leverage it to make the right things in ways that serve people. This is a practical, hands-on guide that you will refer to again and again as you build experiences doing your own People Research. publisher's website: Moderator-topics, 1921.

Identification of DWI Behavior Patterns and Methods for Change. Final Report, C. Behrens, 1983. *Michigan School Moderator*, 1918. *Reports of Commissions and Mission Boards, Moderator's Address, Council Sermon, Minutes, Roll of Delegates, Constitution and By-laws, Etc*. National Council of the Congregational Churches of the United States, 1921.

Manual of Presbyterian Law and Usage ,1873 **Moderators of Competence** Edith D. Neimark,Richard De Lisi,Judith L. Newman,Judith Newman,1985 The Township Manual for the State of Minnesota Walter Sherman Booth,1876 Guidelines for Software Inspections ,1983 Adaptive Behavior W. Alan Coulter, Henry W. Morrow,1978
Survey of Attitudes Towards Overseas Development Tim S. Bowles,Schlackman Research Organisation,1978 The Handbook of Magazine Publishing ,1983 **Bulletin of the American Society for Information Science and Technology** ,2003 Marketing Research Joseph F. Hair,Robert P. Bush,David J. Ortinau,2000 Marketing Research 3 e takes an application oriented approach providing students with the tools and skills necessary to solve business problems and exploit business opportunities This book is unique from any other in the market in three significant ways First it provides a greater balance between primary and secondary information and the techniques and methods that underpin these two important types of data Second it offers in depth coverage of the critical research tools and skills that will be required of today and tomorrow s marketing researchers and business decision makers Third with its in depth coverage of secondary research the practice of customer based management is highlighted as this book helps students see what real companies are doing for their marketing research This book provides students a realistic and current view of the practice and importance of marketing research in the business world **Business Research Methods** William G. Zikmund,2000 Covering topics in business research this text employs numerous examples to illustrate real world research in management marketing finance accounting and other areas of business **The Practical Handbook and Guide to Focus Group Research** Thomas L. Greenbaum,1988 **The Practical Handbook and Guide to Focus Group Research, Second Edition** Thomas L. Greenbaum,1993-03-08 In 1992 more than 125 000 focus groups randomly selected individuals led by a moderator whose discussion of a particular product provides market data for the manufacturer will be held in the U S Greenbaum who has worked with focus groups for over 20 years here shares the latest information on conducting them effectively **Kenya Journal of Education** ,1996

Reviewing **Moderators Guide Template**: Unlocking the Spellbinding Force of Linguistics

In a fast-paced world fueled by information and interconnectivity, the spellbinding force of linguistics has acquired newfound prominence. Its capacity to evoke emotions, stimulate contemplation, and stimulate metamorphosis is really astonishing. Within the pages of "**Moderators Guide Template**," an enthralling opus penned by a very acclaimed wordsmith, readers embark on an immersive expedition to unravel the intricate significance of language and its indelible imprint on our lives. Throughout this assessment, we shall delve to the book is central motifs, appraise its distinctive narrative style, and gauge its overarching influence on the minds of its readers.

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